

649003/27/06

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: RECREATION SUPERINTENDENT

DEFINITION

Under general direction, to assist in the development and implementation of municipal recreation and social service programs or municipal social service programs; to plan, direct, and supervise a variety of recreation programs and activities or municipal social service programs and activities; to provide highly responsible and technical staff assistance; and to do related work as required.

REPORTS TO: Park, Recreation and Community Services Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park and Recreation Director. Exercises general supervision over professional, para-professional and technical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, coordinate, and direct the planning, development, and implementation of recreational, cultural, athletic, social service, and youth programs.
- Approve and direct implementation of specific activities, plans, and procedures prepared by staff.
- Review reports and operating/activity records of various recreation centers and facilities.
- Evaluate the effectiveness of programs and prepare recommendations for improvement.
- Inspect and evaluate the adequacy of existing recreation facilities and prepare recommendations for additions, alterations, and repairs.
- Provide leadership in recreation/social service publicity, including news releases, special announcements, and informational bulletins.
- Provide leadership for fund raising efforts including co-sponsorships and joint ventures.
- Meet with community groups, clubs, organizations, and agencies to explain and promote recreational activities and social service activities and programs.
- Participate in budget preparation, administration, and control.
- Respond to difficult complaints and requests for information.
- Prepare and supervise the maintenance of a variety of records and reports.
- Select, supervise, train, motivate, and evaluate subordinates.

Additionally, when assigned to work as the Community Services Superintendent:

- Maintain knowledge of community needs regarding assigned services, activities and programs.
- Facilitate community participation, creating positive outcomes and community consensus; working with a wide

variety of diverse individuals and community organizations.

- Approve and direct implementation of specific activities, plans and procedures prepared by staff.
- Assess community needs and develop, monitor and evaluate City social service programs to meet those needs, as well as coordinate with other departments and public and private social service agencies to assure complementary programming.
- Seek cooperation and participation from private and public agencies that meet community needs and complement City programs.
- Develop and implement public awareness of social service programs available throughout the City.
- Coordinate departmental activities with other City or outside program efforts; coordinate staff activities with other agencies and City departments.
- Supervise and oversee operations of the City's Special Transit Program.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques, principles, and procedures used in the development and administration of recreation and social services programs and facilities.
- Recreational and social needs of various age groups.
- Principles and procedures for implementing and directing a wide variety of recreation or social services activities and the development of programs through community participation.
- Principles and practices of administration, budget, and personnel management.
- Personal computer operation and software applications.

Ability to:

- Plan, organize, coordinate, and direct the development and implementation of recreation or social services programs suited to the needs of the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Resolve conflicts involving staff, program participants, and the general public.
- Analyze, interpret, and explain departmental policies and procedures; review, develop, and implement division policies.
- Communicate clearly and concisely, orally and in writing; make effective presentations before city staff and the public.
- Supervise, train, and evaluate subordinates.
- Operate personal computer and applicable software applications.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major course work in recreation administration, public administration or a closely related field. A Master's Degree in a related field

is highly desirable.

Experience: Four years of increasingly responsible supervisory experience in the administration of organized recreation, social service, and community activities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid California motor vehicle license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Recreation Superintendent

TO: Park and Recreation Director